



State of Tennessee
Tennessee Department of Commerce and Insurance
Real Estate Appraiser Commission
500 James Robertson Parkway, Suite 620
Nashville, TN 37243-1166
(615) 741-1831

TRAINEE REGISTRATION

(THIS IS NOT AN APPLICATION FOR A LICENSE/CERTIFICATE)
(TYPE OR PRINT IN INK)

- ☐ Trainee Registration
☐ Approval for License Examination
☐ Approval for Certified Residential Examination

FOR COMMISSION USE ONLY

STAFF REVIEW _____ DATE REGISTERED _____
EDUCATION _____ REGISTRATION NO. _____
EXPERIENCE _____ EXAM APPROVAL _____
FINAL APPROVAL _____

APPLICANT INFORMATION

SOCIAL SECURITY NUMBER

□ □ □ - □ □ - □ □ □ □

BIRTHDATE

□ □ - □ □ - □ □
M M D D Y Y

Mr. ☐

NAME OF APPLICANT

Ms. ☐

FIRST NAME FULL MIDDLE NAME LAST NAME OTHER NAME (IF ANY)

RESIDENTIAL ADDRESS:

STREET ADDRESS (REQUIRED)

APARTMENT NUMBER

CITY, STATE, ZIP

POST OFFICE BOX

CITY, STATE, ZIP (FOR PO BOX)

COUNTY

HOME TELEPHONE

BUSINESS ADDRESS:

BUSINESS NAME

STREET ADDRESS (REQUIRED)

CITY, STATE, ZIP

POST OFFICE BOX

CITY, STATE, ZIP (FOR PO BOX)

COUNTY

BUSINESS TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

PRIMARY SPONSOR

Mr. ☐

Ms. ☐

First name

Full Middle Name

Last Name

Certificate Number

BUSINESS ADDRESS:

Street Address (required)

Apartment Number

Post Office Box

City, State, Zip (for PO Box)

City, State, Zip

County

Business Telephone

AFFIDAVIT

This is to certify that I, as a certified appraiser, have agreed to sponsor _____, as a trainee under my direct supervision. I understand that I must conduct an interior and exterior inspection of all properties until the trainee has obtained at least five hundred hours (500) hours of experience and I have determined that the trainee has obtained adequate education and experience necessary to achieve the competency to conduct proper inspections alone. I have read and reviewed the rules regarding a trainee and understand all my responsibilities as a sponsor. I take full responsibility for each appraisal performed by such a trainee under my supervision. If there is any change in my status as a sponsor of this trainee, I will notify the Commission within thirty (30) days of such change.

Printed Name of Sponsor

Certificate Number

Signature of Sponsor

Date

STATE OF _____ COUNTY _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public _____

My Commission Expires: _____

EDUCATION HISTORY

☐ High School Diploma ☐ General Education Diploma (If neither fulfilled, may apply to have education reviewed)

Name and Location of Institution

Completion Date

College Graduate: Yes ☐

No ☐

If yes, indicate type of degree

☐ Associate's Degree

☐ Bachelor's Degree

☐ Master's Degree

Degree Title

Date Awarded

Name and address of College or University

APPRAISAL EDUCATION LOG

Qualifying education must fall within the categories listed below. Each course claimed must consist of a minimum of fifteen (15) classroom hours with a successfully completed examination unless the applicant obtained credit from the course provider by challenge examination without attending the courses. Any challenge course credit must have been granted by the course provider prior to July 1, 1990.

There is no time period in which education must have been received. If a course with duplicate subject content is repeated, credit will be granted only for that course with the greater number of classroom hours. If course titles are similar but cover distinctly different subject matter, distinguish the course content so as to avoid appearance of duplication. No correspondence courses may be used.

Copies of certificates or other proof of successful completion must be submitted. Instate applicants who attended courses not pre-approved by the Commission should submit a brief synopsis from the provider, copy of the text outline, etc. to show general content of the course(s).

Date	Course Title	Course Content	Provider	Location	Attend/ Challenge	Number hours
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BASIC REAL ESTATE APPRAISAL PRINCIPLES AND PRACTICES

APPLIED RESIDENTIAL APPRAISAL OR RESIDENTIAL APPRAISAL CASE STUDIES

INCOME PROPERTY APPRAISAL PRINCIPLES AND METHODOLOGY

APPLIED INCOME PROPERTY APPRAISAL OR INCOME PROPERTY APPRAISAL CASE STUDIES

UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE

TOTAL EDUCATION HOURS CLAIMED _____

CHARACTER INFORMATION

**IF ANY OF THESE QUESTIONS ARE ANSWERED YES,
PLEASE EXPLAIN ON A SEPARATE SHEET OF PAPER.**

Have you ever been denied an appraiser license or certificate or had an appraiser license or certificate or professional license of any type suspended or revoked in Tennessee or elsewhere? This would include the voluntary surrender of a license.

Yes ☐

No ☐

Are there currently charges pending against you in connection with any appraiser or other professional license that you hold?

Yes ☐

No ☐

Have you ever been convicted of, pled guilty, or pled no contest to any criminal offense, or is there any criminal charge now pending against you?

Yes ☐

No ☐

Has any judgement or decree of court been entered against you in which you were charged in the petition, complaint, declaration, answer, counterclaim or other pleading with any fraudulent or dishonest dealing?

Yes ☐

No ☐

PERSONS WHO ANSWER "YES" TO ANY OF THE QUESTIONS WILL NOT BE AUTOMATICALLY DISQUALIFIED FOR LICENSURE; HOWEVER, THE APPLICANT MAY BE REQUIRED TO APPEAR BEFORE THE COMMISSION TO EXPLAIN HIS/HER ANSWER TO THE QUESTION OR PROVIDE ADDITIONAL INFORMATION REGARDING THE SITUATION.

IF YOU ANSWERED "YES" TO QUESTION NO. 3, YOU WILL BE REQUIRED TO PROVIDE A CERTIFIED COPY OF THE COURT DOCUMENTS IN THAT PARTICULAR ACTION.

AFFIDAVIT

I have fully read and understand this application and the information given herein is true, correct and complete to the best of my knowledge. If so requested by the Tennessee Real Estate Appraiser Commission, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given here. I acknowledge that this application may be disapproved for cause and that any registration that I may obtain may be revoked for supplying false or misleading information to the Commission. I agree to comply with the standards set forth in T.C.A., Title 62, Chapter 39, and I understand that violations of that chapter and the rules of the Tennessee Real Estate Appraiser Commission shall be grounds for disciplinary proceedings against me. I fully understand that this registration does not entitle me to a license or certificate, and all reports must be signed by my sponsor.

Signature of Applicant

Date

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

Date

My Commission Expires: _____

AFFIDAVIT OF SUPERVISING APPRAISER

I have reviewed pages _____ through _____ of the experience log of _____, and I attest to the accuracy of the information as completed.

Printed Name of Sponsor

Signature of Sponsor

License/Certificate Number

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

SPONSOR AFFIDAVIT

☐

Change in Primary Sponsor

☐

Change in Secondary Sponsor

☐

Additional Secondary Sponsor

This is to certify that I, as certified appraiser, have agreed to sponsor _____, as a trainee under my direct supervision. I understand that I must conduct an interior and exterior inspection of all properties until the trainee has accumulated 500 hours of experience and when I have determined that the trainee has obtained adequate education and experience necessary to achieve the competency to conduct proper inspections alone. I have read and reviewed the rules regarding a trainee and understand all my responsibilities as a sponsor. I take full responsibility for each appraisal performed by such trainee under my supervisory authority. If there is any change in my status as sponsor of this trainee, I will notify the Commission within thirty (30) days of such change.

PRIMARY SPONSOR Yes _____ No _____

As a sponsor, I will be responsible for the direct supervision of the trainee in his/her role as a trainee under my supervision.

Certificate Number

Signature of Sponsor

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____

SPONSOR INFORMATION (Please Type or Print in Ink)

Name

First Middle Last

Business Address

Street Address PO Box

City, State, Zip Code

Business Name Telephone

STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REAL ESTATE APPRAISER COMMISSION

500 JAMES ROBERTSON PARKWAY, SUITE 620
NASHVILLE, TENNESSEE 37243
615-741-1831

PROPERTY INSPECTION AFFIDAVIT

PRIMARY SPONSOR AFFIDAVIT FOR PROPERTY INSPECTIONS

This is to certify that I, _____, am currently sponsoring _____, Trainee Number _____. I also certify that this trainee has accumulated 500 hours of experience and that I or another authorized sponsor has personally trained and accompanied him on each inspection to date.

Printed Name

Certificate # _____

Signature of Sponsor

Date _____

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public

My Commission Expires: _____

TRAINEE AFFIDAVIT FOR PROPERTY INSPECTIONS

This is to certify that I, _____, Trainee Number _____, have conducted property inspections to equal 500 hours of experience. My authorized sponsor has appropriately trained and accompanied me on these inspections.

STATE OF _____ COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20__

Notary Public

My Commission Expires: _____

TRAINEE REGISTRATION APPLICATION INSTRUCTION GUIDE (Revised 10/2003)

Please read the entire set of instructions prior to completing the application. Type or print legibly in ink. All sections of the application must be completed; incomplete applications will not be processed.

The initial completed application shall include:

- 1) 4-page basic registration form
- 2) certificates of completion of appraisal education (courses not pre-approved will require a synopsis or other information regarding the courses)
- 3) \$125 application fee

Other forms included with the package are to be submitted as applicable:

- 1) Sponsor Affidavit – Completed only if acquire additional sponsor or change sponsors
- 2) Property Inspection Report – To be signed and completed upon reaching 500-hour experience credit mark
- 3) Affidavit of Supervising Appraiser – To be completed by the sponsor upon review of experience log

I. TRAINEE REGISTRATION REQUIREMENTS

- A. Appraisal experience is not required to apply for trainee registration.
- B. A trainee must be a high school graduate or its equivalent. (If you do not have a high school diploma or a General Equivalency Diploma, then you may apply and have your educational background reviewed on an individual basis).
- C. All applicants must have a sponsor. That sponsor is a certified appraiser who will sign an affidavit verifying his/her supervision of the trainee. The sponsor must have been a certified appraiser for a minimum of two years.
- D. All applicants for trainee status shall have a minimum of a thirty-(30) hour course in Appraisal Principles and a fifteen-(15) hour course in Uniform Standards of Professional Appraisal Practice.
- E. An applicant for a registered trainee (or current registered trainee) may apply to sit for the appraiser license examination or certified residential examination provided that all educational requirements for that level have been completed.

II. TRAINEE REGISTRATION AND EXAMINATION

- A. An application for an appraiser trainee must be accompanied by a non-refundable fee of one hundred twenty-five dollars (\$125), payable to the State of Tennessee. If you wish to register with the Real Estate Appraiser Commission but not take the examination at this time, mark an "X" in the first block.
- B. A trainee applicant who has ninety (90) hours of Commission approved education may take the license examination. An applicant who has one hundred twenty (120) hours of Commission approved education may take the certified residential examination. There is an additional fee of fifty dollars (\$50) for review to take the exam.

If you wish to apply to take the examination please mark an "X" in the first block and in the block adjacent to the level of examination for which you are applying.

III. PERSONAL INFORMATION

- A. Print or type your full name. Place an "X" in the block as appropriate - "Mr." or "Ms."
- B. Please complete all other applicable areas on the front page of the application.

IV. SPONSOR AND TRAINEE RESPONSIBILITIES

- A. A trainee should have a primary sponsor who will act as supervisor. Please list the primary sponsor who will sign the affidavit on the application. An affidavit from any additional sponsor(s) should accompany the application. A separate form has been provided for that purpose.
- B. All appraisal work performed by a registered trainee serving under a certified residential real estate appraiser or a certified general real estate appraiser must be performed under the direct supervision of that certified appraiser.
- C. For a trainee to obtain experience credit for an appraisal, it must be noted in the report that the applicant provided significant professional assistance. This should be noted in the certification by the appraiser(s) in accordance with the Uniform Standards of Professional Appraisal Practice. Trainees must complete at least 50% of the work associated with an appraisal to obtain credit for the report.
- D. When a trainee signs a pre-printed form, the trainee must strike any reference to the term appraiser where the trainee signs.
- E. Trainees who register after April 5, 2001, must complete at least 500 hours of experience prior to going on property inspections alone. An affidavit signed by the sponsor and trainee must be submitted to the Commission office at such time as the 500-hour experience requirement for inspections has been received. No confirmation will be sent to the trainee, but the Commission office will retain that information on file.
- F. The supervising appraiser is responsible in insuring that a trainee is competent to conduct property inspections alone. After 500 hours of experience, a trainee may (without an additional fee) submit an experience log of work accomplished. The Commission will review appraisal reports for compliance with USPAP and schedule an interview in which the trainee will discuss the reports sent. The purpose of this forum is to insure that the trainee is learning appropriate techniques of appraising and for the Commission to offer guidance.
- G. A trainee cannot represent that he/she is a licensed or certified appraiser. The correct appellation, "Registered Trainee" should be used instead

V. GENERAL EDUCATIONAL BACKGROUND

- A. An applicant should have a high school diploma or its equivalent.
- B. If you did not receive a high school diploma or a General Equivalency Diploma, then you may apply and have your educational background reviewed on an individual basis.

VI. APPRAISAL EDUCATION

- A. Trainee Registration
 - 1. All applicants for trainee status shall have a minimum of a thirty-(30) hour course in Appraisal Principles and a fifteen-(15) hour course in Uniform Standards of Professional Appraisal Practice.
 - 2. A registered trainee may apply for the appraiser license examination or certified residential examination provided that all educational requirements for that level have been completed.
- B. Course Credit
 - 1. Credit toward the classroom hour requirement may only be granted where the length of the

education offering is at least fifteen (15) hours, and the individual successfully completes an examination pertinent to that education offering. Correspondence courses are not acceptable.

2. Pre-approved courses are not subject to additional review. Courses not on the approved list of courses will require submission of a synopsis or an outline of the course for review by the Commission.

3. A classroom hour is defined as fifty (50) minutes out of each sixty (60) minute segment.

4. The Commission may grant credit for courses where the applicant obtained credit from the course provider by challenge examination without attending the courses, provided that such credit was granted by the course provider prior to July 1, 1990, and provided further that the state agency is satisfied with the quality of the challenge examination that was administered by the course provider.

5. There is no time limit in which education credit must have been obtained. (Exception: Uniform Standards of Professional Appraisal Practice must have been obtained since April 1987).

C. Mandatory Courses for Registration

1. All applicants must have taken at least thirty (30) hours in appraisal principles.

2. All applicants must have had at least fifteen (15) hours of Uniform Standards of Professional Appraisal Practice completed after April 1987.

D. Courses to Take the License or Certified Residential Examination

1. All courses must fall within the following categories for qualifying education:

- a) Basic Real Estate Appraisal Principles and Practices
- b) Applied Residential Appraisal or Residential Appraisal Case Studies
- c) Income Property Appraisal Principles and Methodology
- d) Applied Income Property Appraisal or Income Property Appraisal Case Studies
- e) Uniform Standards of Professional Appraisal Practice (USPAP)

2. Course Restrictions

a) If a course has been taken more than once, the hourly education credit for that course will only be counted once for purposes of satisfying the educational requirements.

b) If a course with duplicate subject content is repeated, credit will only be granted for that course with the greater number of classroom hours.

c) If the repeated subject courses were taken for the same number of hours, the number of hours in either course will be credited toward the educational requirement.

E. Completing the Education Log

1. List the courses in the appropriate subject area.

2. List the month and year in which the course was taken.

3. List the course title exactly as listed by the provider.

4. If course titles are similar but cover distinctly different subject matter, distinguish the course content so as to avoid appearances of duplication.

5. The provider of the course must be listed. All classes must have been successfully

completed. DO NOT LIST ANY COURSES THAT WERE NOT SUCCESSFULLY COMPLETED. If classes were attended and the examination successfully completed, indicate by "attend" in the appropriate column. If a course was challenged and passed by examination, indicate by the word "challenge."

6. The location is the city and state where the course was taken.
7. The number of hours must be listed and totaled at the bottom of the log.
8. You must submit certificates, transcripts, or other proof of completion of a course.

VII. CHARACTER

- A. All questions must be answered with an "X" in the appropriate block.
- B. Use a separate sheet to explain any "yes" answers to the questions. Place your name and business address on that separate sheet of paper.
- C. Persons who answer "yes" to any of the questions will not be automatically disqualified to register; however, the applicant may be required to appear before the Commission to explain his/her answer to the question.
- D. If you answered "yes" to Question No. 3, you will be required to provide a certified copy of the court documents in that particular action.

VIII. AFFIDAVITS

- A. Please read carefully and sign before a notary public.
- B. Affidavits for additional sponsors must be submitted with the application.

IX. GENERAL REGISTRATION INFORMATION

- A. A trainee must work under the direct supervision of a certified appraiser who has been certified no less than two (2) years.
- B. The Commission shall issue a registration number upon review and approval of the application.
- C. A trainee registered since April 5, 2001, cannot go on property inspections alone until he/she has completed 500 hours of experience and has submitted the appropriate property inspection affidavit to this office. A form will be sent upon registration.
- D. A trainee will not be licensed or certified.
- E. All appraisal reports must follow the Uniform Standards of Professional Appraisal Practice.
- F. All Commission rules apply to trainee registrants.
- G. A trainee registration shall expire two (2) years following the date of issuance.
- H. A trainee registration shall be renewed by paying a one hundred twenty-five-dollar (\$125.00) renewal fee and submitting the affidavit of the current primary sponsor.
- I. All changes in a trainee's address, employment, or of the sponsor shall be reported in writing to the Commission within thirty (30) days of such change.

X. TRAINEES TAKING EXAMINATION

- A. Prior to gaining all of the experience hours, but after obtaining all of the required education for the level of licensure seeking, a trainee may apply to take the licensed or certified residential examination prior to an interview with the Commission.

- B. If a trainee has previously registered, an additional trainee application and \$50 fee is required. If the individual is an initial applicant for trainee status, the license fee (\$125) and examination fee (\$50) may be submitted with one application.
- C. A trainee with approved education may take the license or certified residential examination as applicable. The certified general examination may not be taken prior to approval of a trainee's experience by the Commission.
- D. If a trainee passes the examination and fails to renew, then the trainee loses credit for passing the examination.
- E. A trainee shall retain the original score sheet to submit with the license or certificate fee. A copy of the score sheet should be submitted to the Commission office upon successful completion of the examination
- F. If a trainee successfully completes the appropriate licensed or certified residential examination and renews the registration, the examination will not be required to be taken again if the trainee is approved for that same level of license/certificate.
- G. After approval, information will be mailed to the applicant regarding the testing. The examination is one hundred dollars (\$100) payable to Promissor.

XI. EXPERIENCE CREDIT

- A. To obtain experience credit, a trainee should have contributed at least fifty percent (50%) of the work on an appraisal; this would include value analysis. To comply with the Uniform Standards of Professional Appraisal Practice, the names of all persons providing significant professional assistance to the report must be stated in the certificate. Also, it must state who did and did not inspect the property.
- B. An experience log should be maintained. An affidavit from the supervisory appraiser will be required.
- C. A registered trainee may conduct property inspections alone (without being accompanied by the sponsor appraiser) only after completing five hundred (500) hours of acceptable experience. In order to conduct property inspections, an inspection approval form must be submitted to the Commission. Both the registered trainee and certified real estate appraiser shall certify the experience.
- D. A trainee with at least five hundred (500) hours of experience may submit to the Commission an experience log from which appraisal reports will be chosen for review. This will allow the Commission to review reports to insure compliance with USPAP and that the trainee is following appropriate appraisal techniques. This will assist the trainee in determining what changes may need to be developed to assure approval of licensure or certification. There is no fee involved with this procedure.
- E. How to Complete the Appraisal Experience Log
 - 1. List your name and business address as it appears on the application. The licensee number section will not apply to those applicants who initially apply under the law.
 - a) (1)Date: List the actual date the appraisal was completed, not the date of inspection or value estimate. The date of the report should be included using six (6) digits as shown in the sample log. Please list all experience in descending chronological order listing the most recent appraisal report first. You may list residential and non-residential properties separately.
 - b) (2)Property Identification: List the actual street address, lot and block, or rural route. The city in which the property was located should be included in this section. Other identification may be included in this section. The address should be the same as that stated on the original appraisal report.
 - c) (3)Property Type: Mark an X in the blank which applies. Please refer to the

experience breakdown for further determination of residential and non-residential experience. Residential and non-residential properties may be listed separately. (Check only one category)

d) (4)Type of Report: Mark an X in the blank which applies. Please refer to the Uniform Standards of Professional Appraisal Practice (USPAP) Standard 2-2 for more detail. Self-contained refers to a self-contained appraisal report which explains the full extent of the appraisal process in a comprehensive, self-contained report. Summary refers to a summary of all significant data obtained in the appraisal process. Restricted refers to a restricted appraisal report, which contains a brief statement of information obtained in the appraisal process. The restricted report does not contain all the significant data obtained.

e) (5)Style of Report: Mark an X in the blank which applies. Narrative refers to a detailed report in which all facts and conclusions are included. Form refers to a specific format report which is required by certain financial institutions, insurance companies, government agencies and relocation companies. Other refers to letter reports, oral reports, and special types of appraisal reporting. Further documentation should be available when completing this type of report. (Check only one category)

f) (6)Approaches Applied: Mark an X in the blanks which apply. Each approach to value is not required in every appraisal. List only the approaches in which a value conclusion was derived.

g) (7)Allowable Hours: Select the allowable hours for the specific type of property for which the appraisal was performed. Use the total allowable hours from the listing of property types. Use only the greater number of hours which would apply toward that particular appraisal. The other category is for authorship and instructor experience.

h) (8)Involvement: Mark an X in the blank which applies. Sole Appraiser refers to appraisal reports which were completed and signed by only one person. Co-sign refers to appraisal reports in which more than one appraiser worked on the report. To qualify for this category an applicant must have contributed at least fifty percent (50%) or more of the work on the appraisal. Technical Review refers to a review of an appraisal. There must have been a separate review appraisal report filed. An exterior field inspection of the subject property is required. No more than seventy-five percent (75%) of the total cumulative experience hours can be gained from technical review. The remaining hours must be actual appraisals. Condemnation Partial Acquisition refers to appraisals performed on properties involved in condemnation proceedings. To qualify for this classification the appraisal must be on a partial acquisition where a before and after value is required. A total acquisition under condemnation proceedings would not fall under this category. (Check only one category)

i) (9)Net Hourly Credit: Multiply (7) Allowable Hours by (8) Involvement to calculate Net Hourly Credit. Round the result to the nearest whole number.

Example: Allowable Hrs. Res. X Condemn. Part. Acq. = Net
15 X 1.25 = 18.75
Rounded = 19

2. At the bottom of each log page, list the page number and the total pages of log request. Include number of experience hours per each page and total cumulative hours.

Hourly Experience Log Breakdown

<u>Residential</u>	<u>Hours</u>
Single-Family (One Unit Dwelling)	8
Multi-Family (Two-Four Units)	15

Residential Vacant Land less than 10 Acres	5
Residential Vacant Land from 10 to 250 Acres	15
Residential Vacant Land over 250 Acres	30
Residential Subdivision Sites (Per Site) (Not to exceed 50 hours)	5

Non-Residential

Hours

Land:	
Undeveloped nonresidential tracts, residential multi-family sites, commercial sites, industrial sites, land in transition, etc.	20
Rural/Agricultural:	
10 to 250 Acres	20
250 to 1,000 Acres with improvements	30
Over 1,000 Acres with improvements	40
Note:	
An additional 20-hour credit will be awarded for specialty property. "Specialty" refers to agricultural income-producing operations such as orchards, dairies, minerals, granary, livestock, hog barns, etc.	
Residential Multi-Family (5-12 Units): Apartments, condominiums, townhouses, and mobile home parks	35
Residential Multi-Family (13+ Units): Apartments, condominiums, townhouses, and mobile home parks. (Add 10 hours for proposed project projections)	50
Commercial Single-Tenant: Office building, retail store, restaurant, service station, bank, day care center, etc.	35
Commercial Multi-Tenant: Office building, shopping center, hotel, etc. (Add 10 hours for proposed project projections)	60
Industrial: Warehouse, manufacturing plant, etc.	50
Institutional: Nursing home, hospital, school, church, government building, etc.	50

Credit may be awarded for hours of appraisal experience for textbook authorship or published appraisal journal articles. However, this experience will not exceed five hundred (500) hours, and the number of hours' credit to be awarded will be up to the discretion of the Commission. Credit may be awarded for hours of appraisal experience for other types of real property not listed. The Commission will, on an individual basis, determine the amount of credit to be awarded for such appraisals based on the information provided by the applicant.

Credit may be awarded on an individual basis for real estate counseling, highest and best use analysis and feasibility analysis based upon a written request by the applicant.

F. Acceptable Experience:

1. Varying amounts of credit may be awarded by the Commission depending upon whether a (a) Standard Appraisal, (b) Condemnation, (c) Review Appraisal, or (d) Mass Appraisal was performed. All reports conducted since January 1, 1992, must comply with the Uniform Standards of Professional Appraisal Practice. This requires acknowledgment within the certification as prescribed by Standards Rule 2-3, 3-2, 5-3, or 6-8.

a) Standard Appraisal: If the applicant performed at least fifty percent (50%) of the work associated with an appraisal (including preparation of the appraisal report), the applicant will receive full credit for that appraisal, even if this work was reviewed by a supervising appraiser who signed the appraisal report. (Note: Except as provided below for "review appraisals, credit will not be granted for appraisals where an applicant performed less than fifty percent (50%) of the work).

b) Condemnation Appraisals: If a partial acquisition appraisal is performed and an evaluation of both the before and after values are given then an additional twenty-five percent (25%) credit will be awarded. This credit shall be rounded to the nearest hour.

c) Review Appraisals:

(1) If the applicant performed a "technical review" of an appraisal performed by another person and the applicant prepared a separate written review appraisal report, the applicant will receive fifty percent (50%) of the hours normally allotted for that appraisal. A trainee may gain technical review experience only under the supervision of the sponsor. If a certified sponsor completes a technical review in accordance with Standards Rule 3 with the trainee assisting in at least 50% of the work, the trainee may receive credit as stated above.

(2) No more than seventy-five percent (75%) of the total experience awarded can be derived from technical review. The remaining twenty-five percent (25%) must be actual appraisals.

(3) A "technical review" includes inspecting the property appraised, verifying the data, and checking calculations.

d) Mass Appraisals:

(1) Components of the mass appraisal process which should be given credit are highest and best use analysis, model specification (developing the model), and model calibration (developing adjustments to the model). Other components of the mass appraisal process by themselves, should not be eligible for experience credit. Properties listed for experience credit on the Appraisal Experience Log must be limited to those properties used for model building and model calibrating.

(2) Properties which conform to the preceding definitions should be credited for fifty percent (50%) of the hours normally allotted for the appraisal.

XII. GENERAL REQUIREMENTS FOR LICENSURE/CERTIFICATION

(These are the categories of licensure/certification which may be obtained with the appropriate requirements).

A. State Licensed Appraiser

An applicant for a state licensed appraiser must have:

1. A high school diploma or its equivalent

2. Ninety (90) classroom hours of appraisal education which must include:

a) At least thirty (30) hours of appraisal principles

b) At least fifteen (15) hours of Uniform Standards of Professional Appraisal Practice (obtained after April 1987)

3. Two thousand (2000) hours of appraisal experience - minimum of twenty-four (24) months

B. State Certified Residential Appraiser

An applicant for a state certified residential appraiser must have:

1. A high school diploma or its equivalent

2. One hundred twenty (120) classroom hours of appraisal education which must include:

a) At least thirty (30) hours of appraisal principles

b) At least fifteen (15) hours of Uniform Standards of Professional Appraisal Practice

(obtained after April 1987)

3. Two thousand five hundred (2500) hours of appraisal experience - minimum of twenty-four (24) months

C. State Certified General Appraiser

An applicant for a state certified general appraiser must have:

1. A high school diploma or its equivalent
2. One hundred eighty (180) classroom hours of appraisal education which must include:
 - a) At least thirty (30) hours of appraisal principles
 - b) At least fifteen (15) hours of Uniform Standards of Professional Appraisal Practice (obtained after April 1987)
 - c) At least a thirty (30) hour income course
3. Three thousand (3000) hours of appraisal experience {one thousand five hundred (1500) hours must be non-residential} minimum of thirty (30) months

XIII. TRANSACTION VALUE LIMITATIONS ON APPRAISAL PRACTICE

A. State Licensed Appraiser

A state licensed appraiser may perform appraisals of all properties with a transaction value of up to two hundred fifty thousand dollars (\$250,000) and noncomplex residential properties with a transaction value of up to, but not including one million dollars (\$1,000,000).

B. State Certified Residential Appraiser

A state certified residential appraiser shall be authorized to appraise all properties with a transaction value of up to two hundred fifty thousand dollars (\$250,000) and also all residential real property consisting of one (1) to four (4) units.

C. State Certified General Appraiser

A state certified general appraiser shall have no transaction value limits on his appraisal practice.